

UNIVERSITY OF ULSTER

ACADEMIC DEVELOPMENT AND ENHANCEMENT COMMITTEE

Minutes of a meeting held on 6 January 2009 at the Jordanstown campus.

PRESENT

Professor D McAlister (Chair), Professor A Adair, Ms S Alexander, Mrs J Alleyne, Professor R Barnett, Dr T Barnhill, Professor N Black, Mr G Carroll, Dr M Chapman, Professor R Clarke, Miss C Cochrane, Professor C Curran, Professor M Durkin, Mrs R Fee, Professor P Fleming, Professor J Gillespie, Ms C Guyer, Dr P Hanna, Professor R Hutchinson, Professor H McKenna, Professor R Millar, Professor A Moran, Professor P O'Dochartaigh, Professor B Osborne, Mr K Sharma, Professor M Sinclair, Dr N Thornton

APOLOGIES

Professor J Allen, Professor P Carmichael, Professor I Montgomery, Miss A Murray

IN ATTENDANCE

Mrs P McCullough (Secretariat)

UNRESERVED BUSINESS

09.01 MINUTES

The Minutes of the meeting held on 28 October 2008 were approved and signed.

MATTERS ARISING

09.02 Delivery Partnership Steering Group (Minute 08.06a)

The Chair advised that, following a meeting of the working group of university and college representatives, details of the adjustment period had been agreed for implementation in August 2009.

It was noted that eligible applicants would only be those who held a conditional firm offer and who met and exceeded the academic conditions of that offer. It would allow five calendar days starting from 20 August or when their place is confirmed, whichever was the latest, to look for an alternative place.

09.03 ADEC Membership (Minute 08.10)

It was noted that after reviewing the terms of reference for both committees, Ms Avril Honan, Student Representation Co-ordinator, had elected to sit on the Teaching and Learning Committee, as its remit was more relevant to her role.

09.04 Academic Planning Sub-Committee (Minute 08.15)

It was noted that Senate (26/11/08) had approved the course planning recommendations.

09.05 Academic Plan 2008/09 (Minute 08.19)

The Chair advised that the issue of delayed/missing module enrolments had been raised with the Pro-Vice-Chancellor for Information and Student Services. It was noted that in a very comprehensive response the PVC explained that the problems had arisen as a result of difficulties with the online enrolment system, which would be rectified to ensure that the situation would not recur.

09.06 Procedures for Institutional Approval and Re-Approval (Minutes 08.26 and 08.27)

It was noted that Senate (26/11/08) had approved the revised procedures for institutional approval and re-approval.

09.07 CELT Annual Report 2007/08 (Minute 08.28)

It was noted that a report on the additional tuition services provided by staff, outside of scheduled programmes, would be submitted to the April meeting.

#### CHAIR'S COMMUNICATIONS

09.08 Irish League of Credit Unions (ILCU) Scholarships

The Chair advised that the ILCU had offered to fund a number of scholarships up to a total value of £15,000 per annum for students on the BSc Hons Community Development programme. The Committee noted that the scholarships were novel and innovative in that they were to be offered to part-time students and thanked Professor Allen for establishing the initial link with the organisation.

09.09 QAA Institutional Audit

The Chair reported that the dates for the Institutional Audit had been confirmed as 26-28 January 2010 for the Briefing Visit and 8-12 March 2010 for the Audit Visit. It was noted that Collaborative Provision would be included in the main audit.

#### 09.10 QAA Liaison Meeting

The Chair presented an overview of the main issues discussed at the November 2008 meeting.

a) Issues highlighted in the QAA update on activity:

- Recruitment would take place within the next 6/9 months for students to sit on the 2008/09 audit teams to promote their active role in the process. Due to being mid-way through the audit cycle HEIs could include students if in favour of the proposal;
- The review group had completed their evaluation of the three category model for collaborative provision. Due to the timing of the review, change would not be implemented until the end of the current audit cycle and the QAA would continue to use the three category model;
- QAA had conducted an audit in India and had developed an agenda for employer engagement;
- In response to public concerns about quality standards, which had become a major issue after instances greatly highlighted in the media, the QAA were looking into five key areas: Plagiarism/Standards; International Students; Recruitment Practice; Student Contact Hours; Effectiveness of the External Examining System.

b) FE College representation would be included at future meetings.

c) A QAA group had been formed to consider possible new methodologies for future audit cycles, including a Modular Approach and a Thematic Approach.

#### 09.11 Delivery Partnership: HE Applications Process

The Chair detailed changes that would apply to the admissions cycle for 2010 entry, operating from September 2009:

a) Route B would be removed for Art and Design applications;

b) Institutions previously offering courses under Route B or both A and B would now need to confirm that they wished to accept applications by a deadline date for equal consideration of either 15 January or 24 March, for applicants applying for admission in 2010.

#### 09.12 Northern Ireland CETL Evaluation

The Chair advised that the final report to DEL entitled 'The formative evaluation of the 2005-2010 CETL programme in Northern Ireland' had been generally very positive.

AGREED that the full report be circulated to the two CETL Directors and the executive summary to all committee members, for onward dissemination.

09.13 Review of Variable Fees and Student Finance Arrangements

The Committee noted that the Chair had been nominated by the Vice-Chancellor to represent Ulster on the Steering Group.

SUB-COMMITTEES

09.14 Academic Planning Sub-Committee (ADEC/09/01)

The Chair presented the Minutes of the Academic Planning Sub-Committee meeting held on 2 December 2008.

It was noted that:

- a) a change in practice would mean that responsibility for approving initial asking grades had transferred from Evaluation Panels to the Academic Planning Sub-Committee and that the outcome of an annual review exercise would report to the first meeting of each academic year (Minute 08.111);
- b) the Sub-Committee had approved the requested changes for the BSc Hons Environmental Health from 320 to 300 UCAS Tariff Points (DIS programme) and from 280 to 260 (non-DIS programme) (Minute 08.112).

AGREED that:

- i) subject to fulfilment of additional requirements, the recommendations for the following proposals to proceed to planning and evaluation, with a view to entry in September 2009, be endorsed and referred to Senate for approval:

Faculty of Life and Health Sciences (Minutes APSC 08.126 and 08.127)

New Programmes at CAFRE:

BSc Hons Food Technology (FT/PT)

BSc Hons Food Design and Nutrition (FT/PT)

BSc Hons Food Management and marketing (FT/PT)

New South Eastern Regional College programme:

FdSc Community Sports (PT) (Bangor campus)

- ii) subject to fulfilment of additional requirements, the recommendations for the following proposals to proceed to planning, without the requirement for evaluation, be endorsed and referred to Senate for approval:

Faculty of Computing and Engineering (Minutes APSC 08.118 and 08.119)

BEng Hons Mobile Robotics with DIS (FT/PT) (ME) (Sep 2009)

BSc Hons Computer Science with Mathematics (FT) (JN) (Sep 2009)

Faculty of Social Sciences (Minute APSC 08.121)

PgD/MEd (Teaching of English to Speakers of Other Languages) (PT) (CE) (Jan 2009)

Ulster Business School (Minute APSC 08.124)

FdSc Retail (PT) (Belfast Metropolitan College, North West Regional College, South Eastern Regional College, South West College and Southern Regional College) (Sep 2010)

iii) subject to fulfillment of additional requirements, the following CA3 proposals for changes to programme titles be endorsed and referred to Senate for approval:

from: BA Hons Literature (PT)  
to: BA Hons English Literature (PT)

from: BEng Hons Building Services and Energy Engineering  
to: BEng Hons Energy and Building Services Engineering

#### 09.15 Faculty Heads of Collaborative Courses Forum (ADEC/09/02)

Ms Guyer presented a report of the Faculty Heads of Collaborative Courses Forum meeting held on 4 December 2008 and advised that two new appointments had been made; Dr D Kirby (Faculty of Arts) and Mrs M Paris (Faculty of Computing and Engineering).

##### a) Collaborative Register (Item 1)

The Committee noted that the Academic Office would be taking over responsibility for maintaining the register.

##### b) Publicity Material (Item 3)

It was noted that no serious misrepresentations had been identified in the publicity material submitted to members by course directors in partner institutions. To enhance promotion of the relationship with Ulster, workshops for marketing staff in partner institutions would be offered and Faculty Heads would continue to monitor publicity material on an on-going basis.

##### c) Faculty Strategies for Collaborative Activity (Item 4)

It was noted that Faculties had been asked to review their strategies for collaborative activity and submit a draft for consideration at the March meeting.

The Committee discussed a range of issues that would impact on Faculty and University collaborative strategies, including the availability of data on progression from FE to HE, the retention of the same Banner

registration number for students coming from FE, the availability of a finance model for collaborative provision, the cost of outcentre provision and the degree of autonomy Faculties would have in establishing their individual strategies.

The Committee established that the planned review and update of strategies was necessary, encouraged Faculties to provide honest views on the impediments to collaborative provision and the perceived opportunities, and noted that the University strategy should be written flexibly to ensure Faculties could respond accordingly to meet their own needs.

AGREED that Student Administration be asked to clarify the availability of statistics on student progression from FE to HE and if progressing students retain the same Banner registration number.

09.16 Widening Access and Participation Sub-Committee (ADEC/09/03)

Professor Osborne presented the Minutes of the Widening Access and Participation Sub-Committee meeting held on 14 November 2008. It was noted that:

- a) Professor Osborne planned to meet with Faculty and central Department representatives to brief them on the widening access and participation agenda (Minute 08.04);
- b) whilst the University's representation from SEC Groups 4-7 was good overall, representation from the most deprived inner city areas could be improved (Minute 08.05);
- c) the recommendations regarding key skills and sustainability would be incorporated into the revised Access Agreement but that the Agreement would cover a three year period only (Minute 08.08);
- d) the permission process regarding sharing household income information had been changed and as a result the UK-wide problem of non-consenting students not receiving bursaries should be resolved (Minute 08.10);
- e) long-term sources of funding were being sought to extend and enhance the Sparking the Imagination project, as the private donation would expire mid 2009, and, in the short-term, the Access Fund would support the project for a further year (Minute 08.11).

As an update on progress since the November meeting, the Chair reported that the revised Access Agreement would include an element of funding to establish an outreach infrastructure.

09.17 ANNUAL EDEXCEL REPORT (ADEC/09/04)

Mrs Alleyne presented the draft 2007/08 Annual Institutional Review Report of Edexcel Licensed Centre BTEC Programmes and advised that it was

likely to be the penultimate report and detailed the run-out of the activity.

The Committee approved the report.

#### 09.18 UCAS ENTRY PROFILES (ADEC/09/05)

Dr Barnhill presented a progress report and implementation plan for the UCAS Entry Profiles Initiative and advised that Phase 1, the creation of initial entry profile course linkages, had been completed.

##### a) Phase 2 - Creation of full Entry Profiles

It was noted that a pro-forma and guidance notes would be circulated to Faculties for completion, the collection and input of data would continue until the end of May 2009 and that training would be provided for Course Directors.

AGREED that:

- i) the required SENDO competence standards issue be addressed on the pro-forma, in liaison with Miss A Getty, to avoid duplication of effort;
- ii) a few exemplars be included with the guidance notes;
- iii) Student Marketing provide a standardisation and editing function for the initiative and ensure that joint programmes are not represented as integrated programmes;
- iv) the flexibility of the UCAS code system with regards to major/minor combinations be explored;
- v) an update report be submitted to the April meeting.

##### b) Phase 3 - Maintenance of Entry Profiles

The Committee established that the most appropriate forum for endorsing entry profile data for new provision would be the evaluation event or, if the new programme did not require evaluation, at Academic Planning Sub-Committee.

AGREED that the Academic Office and the Academic Planning Sub-Committee Secretariat facilitate consideration of entry profile data in approval procedures.

#### 09.19 ACADEMIC PLAN 2008/09 (ADEC/09/06)

The Chair presented an update on student enrolments against the Academic Plan as at 1 December 2008. The Committee noted that good progress had been made in meeting the challenging part-time targets and that shortfalls within MaSN categories were minor relative to the overall numbers.

The Chair advised that Campus Co-ordinating Groups would be asked to review modular combinations and submit recommendations for removals and/or new combinations to Academic Planning Sub-Committee.

Professor Durkin reported that recent RAE successes would be included in correspondence related to the Conversion Campaign, to firm up CF choices, and that the 2009 part-time campaign would commence on 12 January.

09.20 APPEALS STATISTICS (ADEC/09/07)

The Committee received the annual report on appeals for 2007/08. It was noted that there had been no significant percentage change in the trend data for appeals on the basis of new evidence and that the number of appeals on the basis of procedural irregularities was reassuringly low.

In response to a query from Mr Sharma about the possible reluctance of students to approach staff to discuss difficulties, the Chair advised that Course Directors were trained to deal with confidential information and would not divulge any issue a student had raised with them without the student's permission.

Duration: 2 hours 10 minutes

Approved: \_\_\_\_\_  
Professor D McAlister (Chair)

Date: \_\_\_\_\_



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6 January 2009

ACTION SHEET - UNRESERVED MINUTES

Minute	Action	Action By
09.12	<u>NI CETL Evaluation - Final Report to DEL</u> Circulate the full report to the two CETL Directors and the executive summary to all committee members, for onward dissemination.	Secretariat
09.14	<u>Academic Planning Sub-Committee</u> Refer the Course Planning recommendations to Senate for approval.	Secretariat
09.15	<u>Faculty Heads of Collaborative Courses Forum</u> Ask Student Administration to clarify the availability of statistics on student progression from FE to HE and if progressing students retain the same Banner registration number.	Secretariat
09.18 a)	<u>UCAS Entry Profiles - Phase 2</u> i) liaise with Miss A Getty to address the required SENDO competence standards issue on the pro-forma to avoid duplication of effort; ii) include a few exemplars with the guidance notes; iii) provide a standardisation and editing function for the initiative and ensure that joint programmes are not represented as integrated programmes; iv) explore the flexibility of the UCAS code system with regards to major/minor combinations; v) submit an update report to the April meeting.	Dr T Barnhill
09.18 b)	<u>UCAS Entry Profiles - Phase 3</u> Facilitate consideration of entry profile data for new provision by the evaluation panel or by the Academic Planning Sub-Committee for programmes not requiring evaluation.	Head of Academic Office/APSC Secretariat